



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
10-2009

OPEN TO: All Interested Candidates
POSITION: Local Guard Force, FSN-3*; FP-BB*
OPENING DATE: February 10, 2009
CLOSING DATE: February 24, 2009
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 488,276* (Grade 3)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The U.S. Embassy in Algeria is seeking an individual for the position of Local Guard Force in the Regional Security Office.

BASIC FUNCTION OF POSITION

The incumbent will perform routine and special guard duties for the US Embassy and US Government properties as directed by the Regional Security Office and Local Guard Force (LGF) management. The incumbent will take appropriate actions as needed and inform Local Guard Force and Local Guard Supervisors as needed. The incumbent will search individuals, vehicles, and review identification documentation of individuals seeking access to US Government facilities.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Required Education:** Completion of elementary school is required.
2. **Prior Work Experience:** No prior work experience is required.
3. **Post-entry training:** On-the job training will be provided by the Regional Security Office, Local Guard supervision and LGF Trainer.
4. **Language Proficiency:** Level III in Arabic and French; and Level I in English is required.

5. Other criteria. The incumbent must be familiar with various forms of Algerian identification. Familiarity with Local Guard Force and Embassy security procedures is a plus.

6. Other Skills and Abilities: Must be able to follow written and oral instructions. Must be able to work outdoor in various weather conditions (heat and cold), and be able to stand for an extended period of time. The incumbent will be required to work eight (8) hour rotating shifts. These shifts will include normal working hours, overnight, holidays and weekends. The incumbent is required to wear an Embassy issued uniform.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. EFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
 - Letter of Interest. You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process.

Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.

- All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
- Can be submitted if selected for an interview.

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: February 24, 2009

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**
Attention: Local Guard Force, Vacancy Announcement #10-2009
Point of Contact: Human Resources Office
For quicker receipt fax to: 021-60-73-35
Post to: BP 408 16000 Alger Gare
E-mail to: **usembassyalgiers_app@state.gov**

Note: Only the best qualified applicants will be contacted for an interview